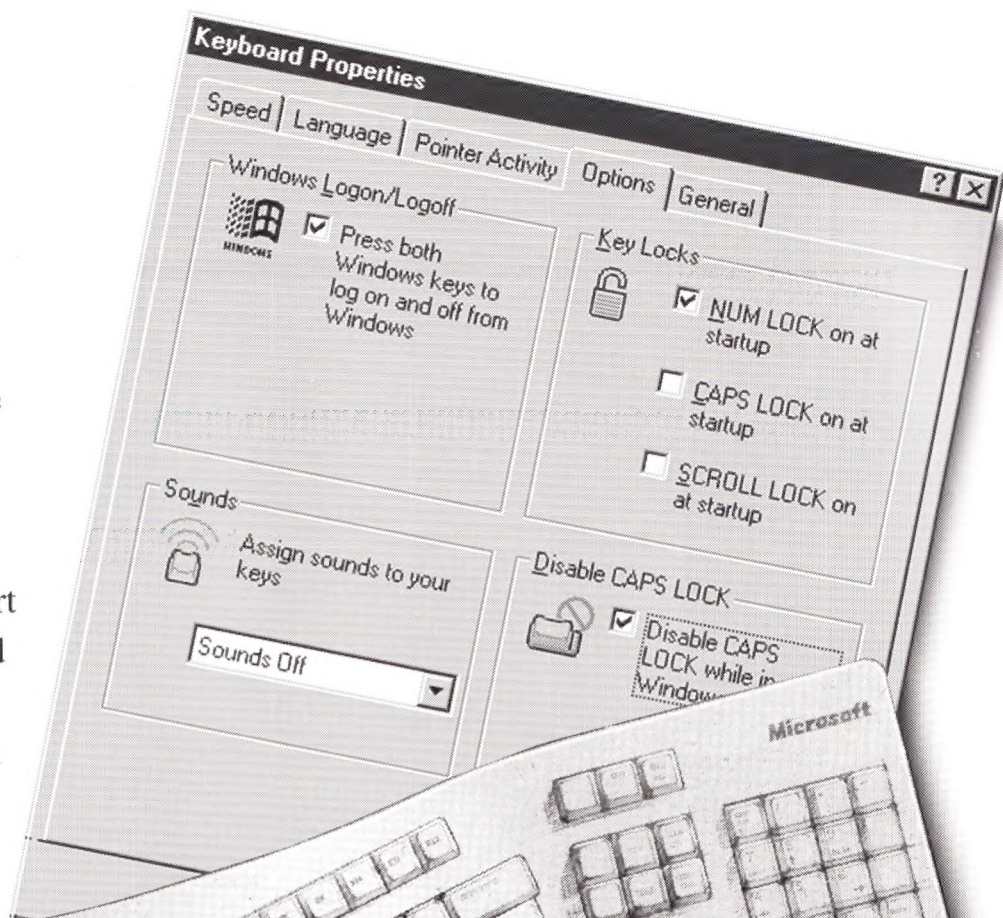




## Getting Started

With IntelliType, you can disable the Caps Lock key, set your locking keys to be on or off when you restart your computer, and add sound to key presses, along with many other useful features.



Microsoft® *Natural*™  
**Keyboard**  
With IntelliType Software



# Getting Started

## **Microsoft® Natural Keyboard**

with IntelliType Software  
Version 1.1

Microsoft Corporation

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**Warning** Continuous use of a keyboard may cause Repetitive Stress Injuries or related injuries. See the IntelliType Online User's Guide, the underside of the Microsoft® Natural Keyboard™ and this booklet for instructions on using the Wrist Leveler. See the Ergonomic Guide in this booklet for important information to reduce your risk of injury. If you feel any aching, numbing, or tingling in your arms, wrists, or hands, consult a qualified health professional.

**To reduce your risk of repetitive stress injury:**

- Take frequent breaks from typing.
- Maintain a straight wrist position.
- Avoid resting on your wrists while typing.
- Use a light touch on keys.
- Maintain good health habits.

Some studies suggest that long periods of repetitive motion with an improper work environment and incorrect work habits may be linked to certain types of physical discomfort or injury. These include Carpal Tunnel Syndrome (CTS), Tendinitis, and Tenosynovitis. To help avoid these conditions, follow all the instructions in the Ergonomics Guide in this booklet or the Important Ergonomic Information in the IntelliType Online User's Guide. These instructions may not only help minimize your chances of experiencing one of these conditions, but will also help you to work more comfortably and effectively. Ensuring that your chair, work surface, and keyboard are in the correct positions is important.

## Ergonomic Guidelines for Keyboarding



We've done extensive testing on the designs of our hardware and software products because we want to come up with the most easy-to-use and comfortable products possible. Now we'd like to help you use our products, and give you some tips on how to improve your general work environment. Use the tips in this booklet to take responsibility for your comfort and health when using the computer.

It is important when you're using your computer to make sure that your wrists are straight when typing. Position your hands above the keyboard with a minimum of a 90-degree right angle at the elbow. Keep your wrists straight and your fingers curled under slightly. Your arms should fall relaxed at your side—don't shrug your shoulders to keep your arms at right angles.

Place your monitor at eye level, minimizing the bending of your neck while typing. Avoid resting on your palms while typing. The palm rest provided should be used only during breaks from typing.

Ensuring that your chair, work surface, and keyboard are in the correct positions is important. Maintaining proper body posture can not only lessen your risk of injury, but also help you work more comfortably.

### Adjusting the Wrist Leveler

The Wrist Leveler provided is designed to accommodate various body sizes and work station heights while using your keyboard. Use this leveler to promote a comfortable and straight wrist position while typing.



**Straight wrists with  
Wrist Leveler down**



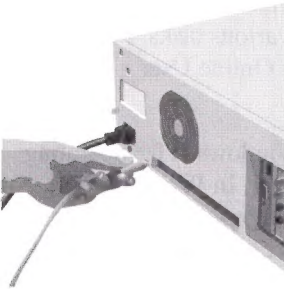
**Straight wrists with  
Wrist Leveler up**

To adjust the Wrist Leveler, see the instructions on the underside of the keyboard. Choose the option that promotes the least bending of the wrist while typing.

See the Ergonomics Guide in this booklet or the Important Ergonomic Information in the IntelliType Online User's Guide for other important ergonomic tips.

# Installing Your Microsoft Natural Keyboard

**Warning** Always turn the computer off before connecting or disconnecting your keyboard.



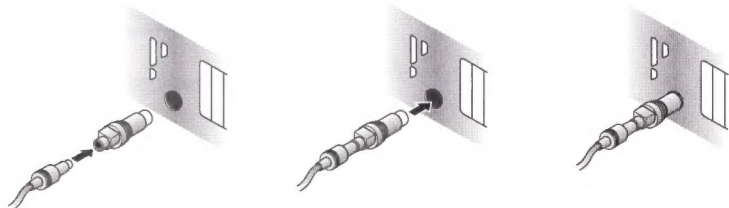
Start by connecting the keyboard to the back of your computer. Use the round 6-pin PS/2® keyboard connector attached to your keyboard. If your computer does not have a 6-pin PS/2 keyboard port, use the 5-pin DIN cable adapter that comes with the keyboard. Follow the directions below for installation.

► **To connect the keyboard to your computer**

1. Turn the computer off.
2. Locate the round keyboard port (PS/2) on your computer. Most computers have a small keyboard image above the keyboard port.
3. Plug the keyboard connector into the round keyboard port.
4. Restart your computer.

► **To connect the keyboard using the adapter**


1. Turn the computer off.
2. Plug the connector of the keyboard cable into the PS/2 end of the adapter.
3. Locate a 5-pin DIN keyboard port on the back of the computer.
4. Plug the 5-pin DIN connector of the adapter into the port.
5. Restart your computer.







## Three New Keys

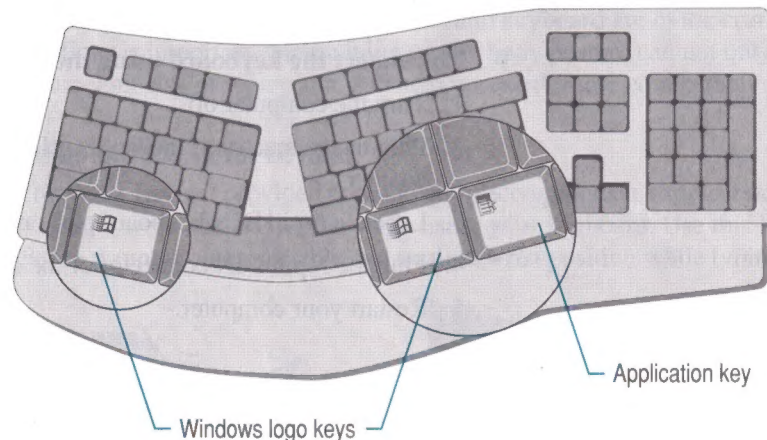
Your Microsoft Natural Keyboard features three new keys to make Microsoft operating systems and applications easier to use:

- Two  (Windows logo) keys
- One  (Application) key

For the Microsoft Windows® 95 operating system, use one of the  keys in combination with other keys to perform various tasks. For a list of these key combinations, search the IntelliType Online User's Guide on "key combinations."

For the Microsoft Windows 3.1 and Microsoft Windows NT™ operating systems, use either  key to launch Task Manager. In Windows NT, you can also press both  keys together to log on or log off Windows NT. In Microsoft Windows for Workgroups, you can press both  keys together to log on or off the network.

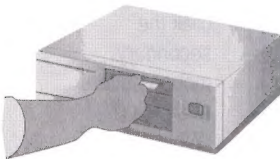
Use the  key with Windows 95-based applications to provide quick access to shortcut menus and help assistants.



## Installing IntelliType

To get the most benefit from your new keyboard, install the IntelliType software included on the disks. With IntelliType, you can set the NUM LOCK, SCROLL LOCK, and CAPS LOCK keys to be on or off at startup, assign a sound such as the kerchunk of a manual typewriter to each key press, or enable your numeric keypad to work as a mouse. There are over a dozen features in all.

Run Setup to install IntelliType on the Microsoft Windows 95, Microsoft Windows 3.1x, or Microsoft Windows NT operating system. If you do not have Windows, run Setup from MS-DOS® to install the MS-DOS version of IntelliType. After you start Setup, follow the instructions on the screen.



### ► To set up IntelliType

1. Connect the keyboard first.
2. Start your computer.
3. Insert the Setup disk into a disk drive.
4. If you're running Setup from MS-DOS, skip to step 5.

For Windows 95, choose Run from the Start menu.

For Windows 3.1x and Windows NT, choose Run from the File menu in Program Manager.

5. Specify the disk drive letter and type **setup**. For example, type **a:setup** if you are using drive A.

## Using IntelliType

IntelliType features include:

### Key Locks

Set your locking keys (NUM LOCK, SCROLL LOCK, and CAPS LOCK) to be on or off at startup.



### Sounds

Assign a sound such as a faucet drip or the kerchunk of a manual typewriter to each key press.



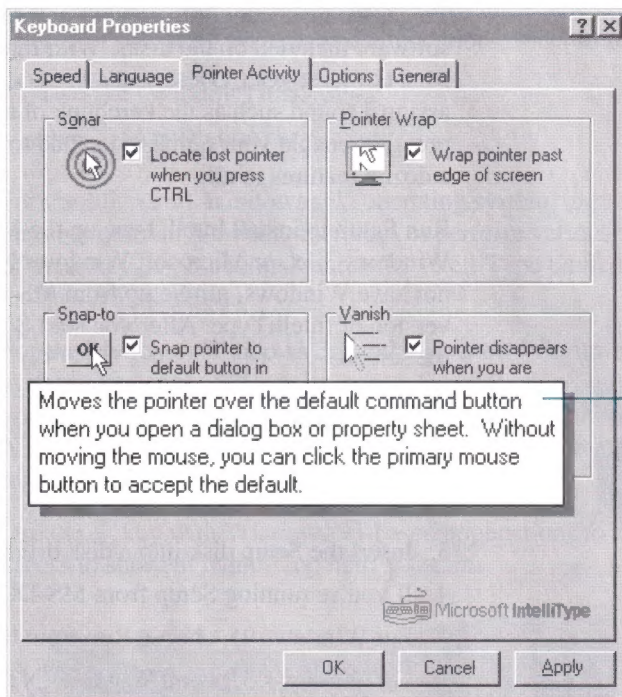
### Mouse Keys

Use the keypad keys as a mouse. You can move the pointer, click, double-click, and drag-and-drop with the numeric keypad.



### SnapTo

Snap the pointer to the default button when you open a dialog box or property sheet.



To learn about a feature, point at the feature, click the secondary mouse button, and click "What's This?"

- ▶ **To run IntelliType on the Microsoft Windows 95 operating system**  
Click the Start button, point to Programs, point to Microsoft Input Devices, and click IntelliType Manager.
- ▶ **To run IntelliType on the Microsoft Windows 3.1 or Windows NT operating systems**  
Open the Windows Control Panel. Double-click the keyboard icon.  
—Or—  
Open the Microsoft Input Device program group. Double-click the IntelliType Manager icon.
- ▶ **To run IntelliType from MS-DOS**  
Go to the directory in which you installed IntelliType (the default is \MSINPUT\KEYBOARD) and type **itype**.

## Using Task Manager

**Task Manager** replaces the TaskList in Windows 3.1 and Windows NT. Task Manager includes these features:

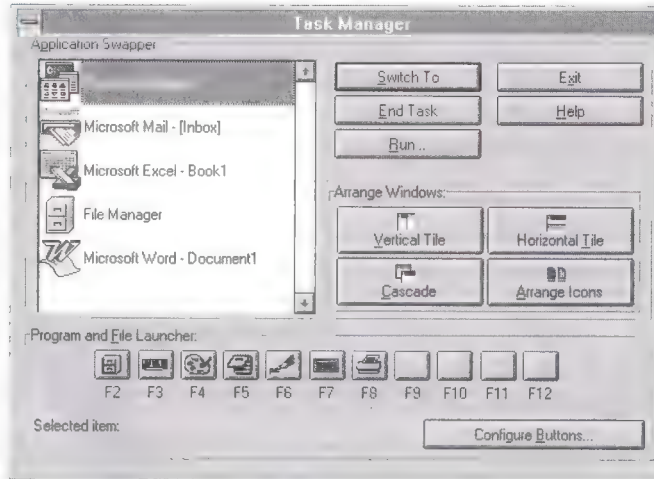
### Program and File Launcher

Make running programs easier by assigning function keys to those programs you use most often.

### Application Swapper

Switch to an open program quickly.

**Note** In the Microsoft Windows 95 operating system, the taskbar replaces the functionality of Task Manager.



### ► To open Task Manager

Press either of the two  (Windows logo) keys on the keyboard.

### ► To launch a program from Task Manager

Press the  key to open Task Manager, then press the function key you have assigned to the program.

## Regulatory Information

This product complies with Part 15 of the U.S. Federal Communications Commission (FCC) Rules and meets all requirements for class B digital apparatus of the Canadian Interference-Causing Equipment Regulations.

Cet appareil numérique de la classe B respecte toutes les exigences du règlement sur le matériel brouiller du Canada.

**For detailed information on U.S. and Canadian radio interference regulations, press F1 from IntelliType and search on “regulations” in the IntelliType Online User’s Guide. This information is also available in the README.TXT file.**

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For more extensive information about Microsoft Product Support, see Technical Support in the IntelliType Online User's Guide.

## Contacting Microsoft Product Support

If you have a question about your Microsoft Natural Keyboard or IntelliType, first look in the IntelliType Online User's Guide or the README.TXT file included on the disk. If you cannot find the answer, contact Microsoft Product Support Services. Outside the U.S. and Canada, contact Microsoft Product Support Services at the Microsoft subsidiary office that serves your area.

**Information & Electronic Services** No-cost and low-cost electronic information services are available 24 hours a day, 7 days a week, including holidays.

- **Microsoft Download Services**—Access, via modem, sample programs, device drivers, patches, and software updates (1200, 2400, or 9600 baud; no parity; 8 data bits; 1 stop bit). In the U.S., call (206) 936-6735. In Canada, call (905) 507-3022.
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# Ergonomics Guide

## Introduction

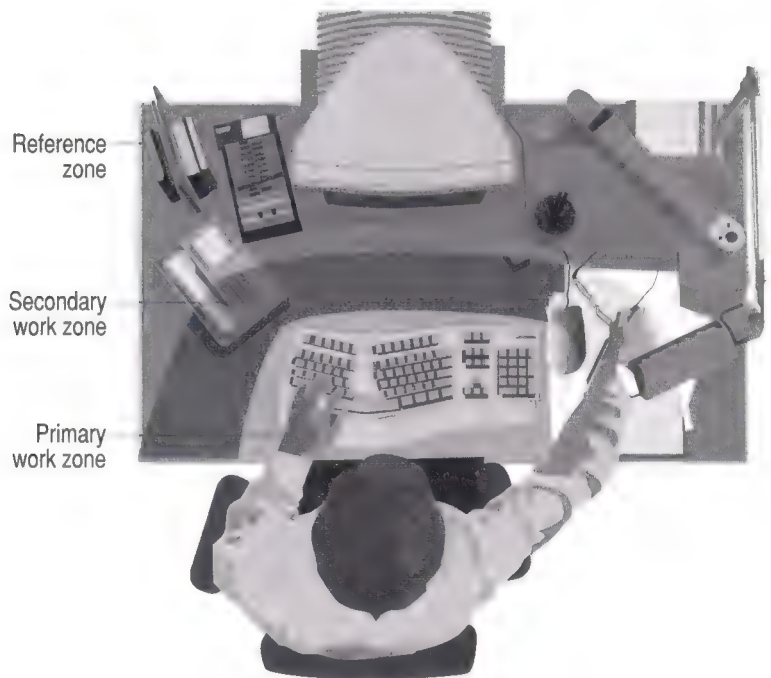
Personalizing your environment so that it is comfortable for your work situation promotes a healthy physical and mental lifestyle. Studies show that a carefully planned work environment can actually increase productivity. Of course, only you can judge what is best for you, so we encourage you to adapt the tips on the following pages to your own needs.

What is *ergonomics*? This term is often used and often misunderstood. Ergonomics is a science that addresses human performance and well-being in relation to various types of jobs, equipment, tools, and environment. So ergonomics as it's related to computers is concerned with the interactions among a person using a computer, the work methods and tools employed when using a computer, and the work area.

## Arranging Your Workspace

If possible, arrange your tools around your desk so that you minimize the distance you have to reach for them. Divide your work space into three zones:

- **Primary work zone**—the distance from elbow to hand.  
Use this zone to place the items you use most often within easy reach.
- **Secondary work zone**—within arm's reach.  
Use this zone to position those items that you use frequently, but don't need all the time.
- **Reference zone**—outside arm's reach.  
Use this zone for your least-often used items.



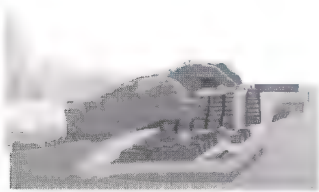


## Computers and Body Fatigue

Computer users sometimes experience such discomfort as back pain, stiff neck and shoulders, sore hands and wrists, or tired legs. Much of this discomfort can be prevented because the symptoms often arise from pushing the body beyond its natural limits. In addition to improving the setup of your workspace, it's also important to consider your lifestyle. Healthful food, exercise, and rest can help improve your health and comfort. Seek medical assistance for any persistent discomfort.

Minimize the following actions:

- Sitting in awkward or twisted postures.
- Maintaining the same posture for too long.
- Reaching frequently.
- Using too much muscular effort, even for relatively easy tasks.
- Pressing on the soft tissues of your body—for example, leaning against a hard desk edge.
- Performing repetitive tasks that require awkward body positions or forceful exertions, without allowing the body a chance to recover.



## Maintaining Good Work Habits

When you're not typing, rest your arms and wrists on a palm rest, rather than on a hard desk edge. If you use a palm rest, try to rest only when not typing. Alternatively, move your keyboard well in from the edge of the work surface so that you're not resting on the edge. Consider support for your lower back.

Performing different tasks gives your body a chance to recover while you keep up your productivity. Alternate among several different tasks so that you don't do the same task for long periods at a time.

Incorporate these tips into your lifestyle:

- Adjust the height of the chair back so that there's contact between the seat back and the most curved part of your back.
- If you have a chair with armrests, they should be height-adjustable so that you're not hunching or slouching your shoulders to use them.
- Alternate between the mouse or other pointing device and the keyboard. This provides a recovery pause from both.
- Use a light touch when pressing the keyboard keys and holding the mouse.
- Keep the mouse or trackball close to the keyboard to minimize reaching from the shoulder.
- If you use the mouse or trackball more than the keyboard, place the mouse in front of you and the keyboard slightly to one side.
- If your chair needs to be positioned high to accommodate a straight wrist position, use a footrest to support your legs.
- Place your monitor 18 to 30 inches away from your eyes.
- Use a document holder to position papers, large books, or printouts.
- Let your arms fall relaxed at your sides to avoid shrugging.

## Exercises

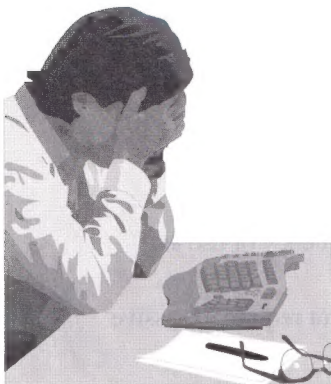
Using a monitor, like other close work, places such demands on your eyes that it is important to take brief (30-second to 2-minute) but frequent pauses throughout the time you are working with your computer. The recovery pause gives your eyes a chance to recover from fatigue.

During your recovery pause, try some of the following exercises to help you feel refreshed.

---

**Note** Don't do any exercise that feels uncomfortable or causes straining.

---



**Palming exercise**

### Do these exercises to help your eyes feel refreshed:

- Yawning and blinking can help to keep your eyes lubricated.
- Changing focus can help to relax the muscles of your eyes. To try this, look at your fingertip with your arm stretched in front of you, then to a point far away from you, then back to your fingertip.
- Palming can help to relieve eyestrain. To try this, cover your eyes with your hands, while you breathe deeply.

### Do these body exercises during breaks:

- Deep breathing can help relieve tension in your muscles.
- Hand and finger massages can help to keep your hands warm and reduce cramping and stiffness.
- The executive stretch is a good exercise for the entire upper body. To try this, clasp your hands behind your head and gently stretch your elbows back while taking in a deep breath.
- Shoulder shrugs can help to reduce tension or stiffness in the upper back and neck. To try this, gently pull your shoulders up toward your ears and then relax your shoulders downward.



**Shoulder shrug**

## Checklist

Use this checklist to help you make adjustments to your work area to enhance your comfort when using the computer.

### Your Work Space

- ☐ Place monitor screen perpendicular to the window.
- ☐ Adjust or close window coverings.
- ☐ Arrange materials and equipment by frequency of use and importance.
- ☐ Insure reference materials storage does not require excessive reaching or twisting.
- ☐ Clear area under and around desk.
- ☐ Remove sources of distraction around the monitor.
- ☐ Keep noise to a minimum.

### Your Body

- ☐ Consult a qualified health professional if you feel any aching, numbing, or tingling in your arms, wrists, or hands.
- ☐ Take frequent recovery pauses from typing.
- ☐ Maintain a straight wrist position while typing.
- ☐ Use the Wrist Leveler on the Microsoft Natural Keyboard, when necessary, to promote a straight wrist position while typing.
- ☐ Avoid resting on your wrists while typing.
- ☐ Use a light touch on keys while typing.
- ☐ Maintain good health habits.
- ☐ Adjust keyboard and chair height to keep wrists straight.
- ☐ Don't rest wrist and forearm on a hard or sharp edge.
- ☐ Place mouse/trackball next to the keyboard.
- ☐ Use a light touch on the mouse.
- ☐ Keep feet on the floor or supported by a footrest.
- ☐ Support lower back.
- ☐ Use armrests, if possible, to comfortably support the arms.
- ☐ Adjust chair positions and postures throughout the day.
- ☐ Vary tasks throughout the day.

## Your Eyes

- ☐ Place screen 18 to 30 inches from eyes.
- ☐ Position desk light away from the eyes and screen.
- ☐ Remove sources of reflective glare (paper, shiny posters).
- ☐ Adjust brightness and contrast controls.
- ☐ Insure that screen is clean.
- ☐ Place top of screen at eye level (lower for bifocal wearers).
- ☐ Place reference materials at same height as and next to the monitor.
- ☐ Schedule eye examinations frequently.

## The Joyce Institute

All ergonomic information was developed in conjunction with The Joyce Institute, Seattle, WA (206) 441-6745.

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